



## CALVERT COUNTY PLANNING COMMISSION

150 Main Street  
Prince Frederick, MD 20678  
Phone: 410-535-2348 – 301-855-1243  
Fax: 410-414-3092

Greg Kernan  
Chair

### Planning Commission Regular Meeting - Summary of Actions June 19, 2019 - Harriet E. Brown Community Center (HEBCC)

*(Live Stream via Communications & Media Relations Department. Time indicated below corresponds with video.)*

1. Mr. Kernan called the meeting to order at 7:00 p.m. (\*Chair does not vote unless otherwise noted.)
2. Attendance: Planning Commission Members: Greg Kernan, Steve Jones, Carolyn McHugh, Maria Buehler, Rob Reed, Dr. Holler and John Toohey. Legal Counsel: Pam Lucas substituting for John Mattingly, Office of County Attorney. Planning & Zoning (P&Z) Staff: Carolyn Sunderland, Mark Willis, Britany Waddell, Jenny Plummer-Welker, Rachel O'Shea, Judy Holt, Lindsay Halterman, and Becky Parkinson; Kathy O'Brien, Deputy Director/Technology Services; and Shannon Nazzal, Director/Department of Parks & Recreation.
3. Action on proposed Agenda: (a) June 19, 2019 Regular Meeting.  
**Motion by Mr. Toohey, seconded by Ms. McHugh, to accept the agenda as proposed. Motion carried 6-0-1\*.**
4. Approval of Minutes/Summary of Actions:
  - a) Wednesday, May 15, 2019 Regular Meeting – No changes.  
**Motion by Mr. Jones, seconded by Mr. Toohey, to accept the May 15, 2019 Regular Meeting Minutes as presented. Motion carried 6-0-1\*.**
5. Town Center Architectural Approvals:
  - a. RCARC #2019-01, Maryland Self Storage (relating to SPR-2018-285 below)  
Ms. Holt summarized the staff report previously submitted to the Planning Commission.  
(06:50) Mr. Kelsh, with Collinson, Oliff & Associates, briefly explained project information.  
**Motion by Mr. Jones, seconded by Mr. Toohey, to approve RCARC #2019-01, Maryland Self Storage. Motion carried 6-0-1\*.**
6. Major Subdivisions for Final Approval: None
7. Applications for Site Plan Review: (09:48)
  - a) SPR-2018-285, Maryland Self Storage  
Ms. O'Shea summarized the staff report previously submitted to the Planning Commission.  
**Motion by Ms. McHugh, seconded by Mr. Jones, to approve SPR-2018-285, Maryland Self Storage with conditions listed in the staff report. Motion carried 6-0-1\*.**
8. Major Subdivision Applications for Preliminary Review: None
9. Items for Discussion/Action: (16:12)
  - a) Program Open Space (POS) Annual Program for Fiscal Year 2020  
Ms. Nazzal summarized the staff report previously submitted to the Planning Commission noting there were no changes from last year. There was discussion about which projects were to be done this year and next year. Ms. Nazzal commented. Ms. Plummer-Welker noted that recreation projects being funded this year are listed in the Capital Improvement Plan (CIP). (19:05)  
**Motion by Mr. Toohey, seconded by Mr. Jones, that the Planning Commission finds all projects within the Program Open Space (POS) Annual Program is consistent with the Calvert County Comprehensive Plan. Motion carried 6-0-1\*.**



(19:55)

- b) Work Session to Review Agency Comments for Proposed Text Amendments to the Calvert County Zoning Ordinance, Case #19-03, Proposed Amendments to Article 3, Land Use Charts, Section 3-1.01 – Agritourism, Ecotourism and Heritage Tourism Uses and Definitions, Use #9 – Public Events/Public Assemblies on Farmland, and Use #10 – Rental Facilities on Farms

Ms. Buehler recused herself and left the meeting room.

Ms. O'Shea summarized the staff report previously submitted to the Planning Commission. (23:08) There was discussion about the two event limitation. Ms. Plummer-Welker suggested this discussion be included during the Zoning Ordinance update which would also provide additional opportunity for public comment. (25:40) Ms. O'Shea explained rental facilities on farms and comments received. Discussion arose. (32:13)

**Motion by Mr. Toohey, seconded by Mr. Jones, that the Planning Commission accept the changes proposed by staff, as currently written, and that they be forwarded to the Board of County Commissioners. Motion carried 5-0-2\*.**

(32:57) Ms. Buehler returned to the meeting room.

- c) 2018 Maryland Department of Planning Report

(34:25) Ms. Halterman summarized the annual report previously submitted to the Planning Commission.

(46:10) Ms. Sunderland explains informational trends.

(48:15) **Motion by Ms. McHugh, seconded by Mr. Jones, to adopt the 2018 Annual Report presented and direct staff to send the report to the Maryland Department of Planning and Board of County Commissioners. Motion carried 6-0-1\*.**

(49:00)

- d) Work Session to Revise Conceptual Site Plan Review Process from Optional to Mandatory

Ms. Waddell summarized the staff report previously submitted to the Planning Commission. Discussion arose about fees.

(55:10) **Motion by Mr. Toohey, seconded by Ms. McHugh, to support this change. (Clerk Note: As noted within the staff report "to support the proposed process changes as presented and direct staff to move forward with a work session with the Board of County Commissioners.)**

- e) Work Session to Establish a Project Hold Policy within Development Review Section

(55:38) Ms. Waddell summarized the staff report previously submitted to the Planning Commission.

(59:55) **Motion by Ms. McHugh, seconded by Mr. Toohey, to support the proposed policy and direct staff to establish the policy as presented. Motion carried 6-0-1\*.**

Ms. McHugh noted that this change has been needed for a while and was happy to learn that the engineer and applicant will be notified.

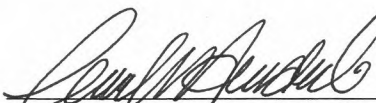
10. Items of Interest: (1:01:00)

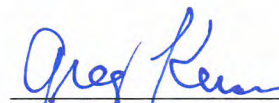
- a) Calvert County Comprehensive Plan Update. Ms. Plummer-Welker noted a work session, during regular session, with staff and the Board of County Commissioners on June 25, 2019.
- b) Site Plan Application list - No discussion/for information only.
- c) Major Subdivision Proposed List - No discussion/for information only.

(1:01:45)

**Motion by Mr. Jones, seconded by Dr. Holler, to adjourn the June 19, 2019 Planning Commission meeting. Motion carried 6-0-1\*.**

11. Meeting adjourned at 8:05 p.m.

  
Carolyn V. Sunderland, AICP  
Planning Commission Administrator

  
Greg Keman, Chairman  
Planning Commission